Minutes of Cash Working Group (CWG) Meeting – 16th May 2019
Held at Concern Worldwide Conference Room.

Members Present: (Attached)

Absent with apologies (Chairperson): Dyce Nkhoma-DoDMA

Agenda

- Review action points and share progress made
- Discussion on Multipurpose cash value
- CWG work plan
- Update on mapping matrix

The Cash Working Group (CWG) meeting WG was co-chaired by WFP and Concern Worldwide and below were deliberated on as per the agenda items:

Agenda #1: Action points from last meeting

- **SOPs Guidelines on Cash Transfers**: The secretariat will follow up with the CWG members who were part of the TWG that drafted the initial SOPs so that we get a copy of the draft and finalize it.
  
  **Action**: To be done by 13th June 2019.

- **Re-circulate the mapping matrix** – The mapping matrix was re-circulated to all members end April, currently we have Received feedback from some agencies others haven’t, so the action point still stands.
  
  **Action**: To be done by 22nd May 2019

- **Calculation of minimum cash**: Draft minimum multipurpose cash calculation has been prepared, to be shared for CWG members to provide their inputs.
  
  **Action**: To be shared by 30th May 2019

Agenda #2: Discussion on Multipurpose cash value

- Most CWG members inquired as to how much should be given to the flood affected victims and the two co-chairs reiterated that top-up should be picked as per the agency needs, but not the whole amount and this should be in addition to the basic needs.
- The draft Multipurpose Cash Transfer value calculation and narrative was shared to all members in the meeting for discussions and members agreed that the narrative needs to be rephrased especially to-up to show that not the whole amount need to be selected, but only selected as needed by respective sector.
- The draft multipurpose cash transfer value has looked at food security, shelter, WASH, livelihoods to come up with calculations.
- The Department of Disaster Management Affairs (DoDMA) developed a minimum package containing minimum packages for Food security, WASH, Shelter, Agriculture, livelihoods for the
affected households and the calculation of the multipurpose value also considered recommendations from this minimum package

- During the calculation of the multipurpose value the minimum package was segregated into different sectors and costed per sector so that it covers cash value for all sectors in the minimum package.

- The commodity list is not exhausted, however, the Multipurpose Cash Value developed by the CWG did not take include tarpaulins, which are included on the DODMA minimum package list, this is because the recent market assessment found that they are not available in most rural markets besides being expensive.

- The Multipurpose Cash Value has ensured that the minimum package are needs recommended per sector.

- The Multipurpose Cash Value has developed costs for the following needs: Basic needs/Recurrent Expenditures which includes Food and Hygiene needs; Shelter needs; Livelihood needs and Agriculture needs. Apart from the basic needs/recurrent expenditures the rest of the sectors are regarded as top up sectors. Each cash transfer program should consider the basic needs-food, before addressing other sectors(top-ups).

- The Food costs calculated are based on minimum food basket covering 75% of the food costs

- Take note that this is a guide on the cash values per sector but is not cast on stone. Cash working group members should use this as a shopping list based on the resources available, but should consider the basic needs first in their programs. Cash working group members are also encouraged to coordinate well with other partners and identify needs that might have been already covered by other programs. If some of the needs identified in the top up sectors are already covered by other actors this can be in kind or cash especially for seeds those already covered by other programs can be removed from the sector cash value thereby reducing the cost per sector.

**Action**: There is need to have clear communication on the calculation to clearly explain that the cash values are just a shopping lists which partners can use accordingly depending on their project objectives, partners are not required to address the total amount of the MPC value, but select their appropriate sectors so partners should not be threatened by the Total MPC value thus need to rephrase and make it clear otherwise the MPC has been endorsed

**Action** Advised the task force to finalize (mostly to improve on the communication aspect of it) and share with all members

- Regarding Agriculture component cash value, some partners are already distributing agricultural inputs in kind, as such there is need to check if other agencies have already distributed other items other than cash before any cash transfers.

- During cash programming, agencies also need to consider inflation factors to make informed decisions. The cash values have been developed in consideration of general price changes, the task will need to review the costs periodically to account for the price changes that may occur.

- Also need to note that some commodity prices fluctuate depending on the geographical area

- There is need to engage in clear coordination with other clusters and partners so as to have effective cash programming.
Agenda 3: E-payment by EP &D

- The Ministry of finance through Economic Planning Department want to pilot an E-payment system with First Capital Bank, more information will be shared to CWG.

Agenda 4: Review of CWG work plan

- On E-payment study, it was advised that CWG sub-committee to consult UNICEF and GIZ who are working on this under EP&D. It is a long-term study taking place.  
  **Action**: Task force to consult ministry of fiancé under EP&D
- Cash working group members should fill in the mapping matrix and send back, Mapping of CWG members will help us know who is working where. This is a key gap. If we have this it will be easier to share information
- There is need to have timeline on the work plan thus the sub-committee tasked to work on this.
- Identify the responsible partners that can lead in different components of the work plan activities
- There is also planned pilot by the World Bank and GIZ, UNICEF which is horizontal expansion for SCTP
- There is also a planned pilot by World Bank and GIZ, UNICEF on horizontal expansion for SCTP

A.O.B

- CWG should be aligned to all clusters and not only under food security
- Government with support from KFW will distribute cash transfers for early recovery to 24,000 SCT beneficiaries Mangochi, Machinga and Phalombe in June 2019. Partners in these districts should take note of this and do proper coordination
- CWG members asked for coordination to those that are going to implement cash transfers projects in the flood affected areas to avoid duplication
- Next date for the CWG meeting on 13 June 2019 (venue to be confirmed).
### Event Attendance Sheet

**Date of event:** 16-05-19  
**Location of event:** CONCERN WORLDWIDE  
**Type of event:**cutting GROUP MEETING  
**Budget code:** 850-9701-8000-00-0000-00

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<thead>
<tr>
<th>No</th>
<th>Name of participant</th>
<th>Position</th>
<th>Place From</th>
<th>Signature morning session</th>
<th>Signature afternoon session</th>
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<tbody>
<tr>
<td>1</td>
<td>Francis Chikabwemba</td>
<td>Proc. Asst.</td>
<td>WFP</td>
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<td>2</td>
<td>Benjamin Banda</td>
<td>WAM officer</td>
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<td>Allison Liao</td>
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<td>Patience Masi</td>
<td>SM Project Coordinator</td>
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I have prepared this event attendance sheet, the supporting documents and attached the coding. I confirm that the details provided are correct. The document is now ready for checking by finance and authorisation by the budget holder.

Prepared by:  
(Concern Officer)  
Signature  

Witnessed by:  
(Concern Officer)  
Signature

I hereby declare that I was a witness to the above transactions and confirm that the details provided are correct.

In approving this event attendance sheet, I declare that I am authorized to do so in accordance with the authorization framework and I confirm that supporting documents are complete and comply with Concern's procedures.

Approved by:  
(Line Manager)  
Signature

Notes: An event attendance sheet should be completed for each day of the event. In the event that a second Concern staff is not available, approval should be obtained in advance from the respective manager to have a senior community leader, facilitator, or government official sign as a witness.
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- **Type of event:** CARF WORKING GROUP MEETING
- **Budget code:** 1850-7501-66001-00-0000

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